

HOW TO... Design a website

You can have a website up and running in minutes, and you don't have to spend a penny to make it look professional. Lynley Drom explains how easy it is to put your design online

Everyone needs a web presence these days, even if it is just the online equivalent of a business card. However, few of us have the time to get to grips with website-design packages or the money to hire a web designer. There are other options, though. Here we show you two ways to get a well-designed website without spending a fortune.

Many web-hosting companies also provide tools to let you create a website. These can be an excellent way to put together a webpage that looks professional. Here, we'll show you how using 1&1 (www.1and1.co.uk). A basic package for a one-page website with a .co.uk domain name costs £2.34 including VAT per month. We cover this package in Steps 1 and 2.

Alternatively, if you don't need that professional touch, there are free web-design packages out there that will get you online quickly and easily, and allow you to create more than one page. We'll show you how in Steps 3 and 4 using EZ SiteMaker 3.

1 Once you've got a 1&1 account set up, log in. The Control Panel page will open, with the Packages tab to the front. Click on the link for your package. Here you'll find information about your account, and the tools you have at your disposal. Click on the Website Builder icon and then on the Create button. On the next page, enter a name for your site. By default, the 'Put website online at' box is set to

None selected. Leave this for now. Don't put it online until you've finished building the webpage. Click OK.

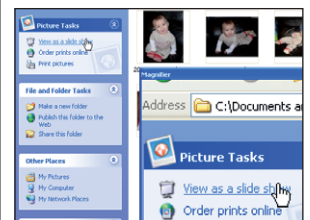
2 On the next page, click on the website name you created earlier. The Settings wizard will appear. Now just follow the onscreen instructions. You get to pick your template on the third screen of the wizard. Click on the magnifying glass to enlarge the view. To go back to the wizard, and close the preview window, click on the X button in the top right-hand corner. Now you're ready to put your webpage online.

3 The second way to create a good-looking site is to use a template from a free web-design program such as EZ SiteMaker 3 (www.download.com). The onscreen wizard will take you through adding content to your website step by step. When you get to the screen asking if you'd like a pre-built template or if you want to customise your template, select Customise. You will still be able to select from the pre-built templates, but you'll have more options to change elements on the page.

4 Once you get to the part of the wizard where you enter your details, you can view the page in your web browser. Simply click on the Create Page button on the right-hand side. To save your current design, click on the Save Profile button. **ES**

HOW TO... Use Windows Magnifier

Inside the Accessibility folder in Windows XP, there is a handy tool called Magnifier. Click on the Start button and go to Programs, Accessories, Accessibility, Magnifier. It is meant to help visually impaired users view small items onscreen. Even if your vision is perfect, though, it can come in handy. By default, the magnifier screen will appear across the top of your display. Click on the Magnifier window and drag it, so it is free floating. You can now resize the Magnifier, so it is smaller and can sit unobtrusively in the corner of your display. If you're doing a lot of work with thumbnails, for example, it is a useful way to see more of the image quickly without having to click on it.



HOW TO... Type with your mouse

If you don't have any mobility, hearing or visual problems, you may not have even looked in Windows' Accessibility folder (mentioned above). This is a shame, because there are some handy utilities in here, such as the On-Screen Keyboard. You use this as you would the keyboard on your desk. Clicking Alt-E on the On-Screen Keyboard opens the Edit menu in Word just as it would if you'd pressed the same keys on your keyboard. It can be useful to type with your mouse, especially if you've spilt a cup of coffee on your keyboard; one key press could short it out, rendering it useless. By starting the onscreen keyboard, you could continue to work with the coffee-stained keyboard unplugged.

